

BREWOD AND COVEN PARISH COUNCIL
WITH BISHOP'S WOOD AND COVEN HEATH

MINUTES OF THE MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER, STAFFORD STREET, BREWOOD
ON THURSDAY 28TH FEBRUARY 2019 AT 7.00PM

This meeting was recorded by the Parish Council.

The Chairman presented Max Newbould with a Parish Council scroll in recognition of becoming an 'Ice Buster' during the winter of 2018/19. The award was for clearing pavements in Bishop's Wood of ice and snow.

PRESENT:

Parish Cllrs J. Bradshaw, J. Carr, R. Dakin, D. Evans, D. M. Holmes, J. Jeffries, A. Pupino, M. Sambrook, G. Sibley, W. Sutton, L. Tomkins, M. Webb MBE.

IN ATTENDANCE

County Cllr M. Sutton.

APOLOGIES:

M. Alden-Court (personal), K. Kearney (illness), R. Taylor (personal).
 District Cllrs J. Bolton, B. Cox.

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

There were no requests for dispensation as required under the Code of Conduct and determined by the Localism Act 2011.

Parish Cllr L. Tomkins declared an interest in planning application 18/00805/VAR.

MINUTES:

The Minutes of the Council meeting held on 14th February were approved as being an accurate record and duly signed.

CRIME AND DISORDER ACT:

Section 17 of the Crime and Disorder Act, 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions and to do all that it reasonably can to prevent crime and disorder in its area. Unless otherwise stated it was not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

297. **PUBLIC PARTICIPATION:**

No members of the public were present at the meeting.

271. **POLICE REPORT:**

The Council received the written report of the Police. Parish Cllr J. Carr reported that Coven Memorial Hall had been burgled. There had been no response via 101. Parish Cllr J. Carr thanked PCSO Lloyd for his quick response once he was made aware of the incident.

MATTERS ARISING:

260. **Playing Field Reports.** A site visit to inspect the fencing at Brewwood playing field took place on 18th February. Copy of report circulated prior to the meeting.

The Council resolved, unanimous in favour, that no action be taken except to gain permission from one resident to paint the playing field side of the close board fence, which the gardener/handyman would carry out.

281. **Wolgarston High School Results.** Reply received from the head teacher Mr P. Tapp thanking the Parish Council for its letter of congratulations on the school's achievement in Progress 8 and Attainment 8.

Matter of report.

289. **Use of Social Media by a Parish Councillor.** This had been appended to the Code of Conduct, copies circulated prior to the meeting. It was likely that the code would soon be changed following a report from the Committee on Standards in Public Life therefore a full review would be delayed pending further advice. Copy of the recommended changes from SPCA bulletin 21st February, circulated prior to the meeting. Cllr D. M. Holmes reported that South Staffordshire Council was updating its Code of Conduct.

The Council resolved, unanimous in favour, that the Code of Conduct be accepted as having been reviewed for 2019, awaiting legislative changes.

MATTERS ONGOING:

The Council received the Matters Ongoing report, circulated prior to the meeting.

246** **Jacob's Ladder Fence.** Reply received from one of the residents advising that they planned to put permanent fencing up this year in line with the planning permission granted and disputing that the heras fencing was showing signs of wear.

Matter of report.

236. **Wall at Amenity Area Church Road.** Awaiting confirmation of ownership from Land Registry. Clerk's Report referred.

The Council resolved, unanimous in favour that, school's request to erect a fence panel above the wall to the height of the brick post, be agreed.

69** **West Midlands Interchange.** The preliminary hearing by the Planning Inspectorate was held on 27th February. Clerk's Report referred. Parish Cllrs J. Bradshaw, R. Dakin and M. Webb had attended the morning session. Parish Cllr D. Evans to contact the collective to find out the best way to proceed as a Parish Council.

The Council resolved, unanimous in favour, that a special meeting be arranged prior to the next meeting of the Parish Council, if necessary, to consider the Parish Council's feedback. It was further resolved that the dates be publicised on Facebook.

173*****Footpath – Hillcrest, Brewwood.** Re-surfacing required. Matter to be placed on the agenda for the next meeting of the Parish Council.

312** **Parking on Grass Verge, Deansfield Road.** Cllr D.M. Holmes to follow up with Mr Davies, SSHA.

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250* **BPSA Lease.** Further meeting required to finalise the lease.

299* **Garden Villages.** Parish Cllr J. Jeffries reported that Tong was not on the preferred sites list but may become a strategic site. The matter would be discussed at The Red House, Albrighton and was included in the Albrighton and surrounding area place plan.

318* **Research Project.** To be placed on the agenda for the next meeting of the Parish Council.

376.8*. **RADAR Lock.** Parish Cllr A. Pupino confirmed that Mr Pupino Snr would undertake the work on the lock.

It was resolved that item 236 be removed from Matters Ongoing.

PCSO Lloyd arrived at the meeting and gave the Police report. Police surgeries would be held on 18th March at The Allotment Shop, Coven from 10am – 11am and Bishop's Wood village hall on 22nd March from 6pm – 7pm.

CORRESPONDENCE RECEIVED:

299. Members reviewed the Safeguarding Policy, copies circulated prior to the meeting.
The Council resolved, unanimous in favour, that the Safeguarding Policy be approved.

300. Email received from Savills enclosing the 10 year woodland management plan for Chillington Estate which included thinning and felling proposals. Comments were requested by Friday 15th March. Copies available from the Clerk.

Matter of Report.

301. Members considered the future of the Parish Guide.

The Council resolved, unanimous in favour, that the Parish Council continue to facilitate the production of the Parish Guide.

302. Email received from a resident in Coven enquiring if the Parish Council would consider providing some form of transport or a grant towards a minibus to replace the evening bus service between Wolverhampton and Coven or from Codsall or Penkridge train stations to Coven via Brewood. The Voluntary Car Scheme did not have the capacity to provide a service. Cllr D. M. Holmes would speak with Mr M. Wilkinson, South Staffordshire Council and report back.

The Council resolved, unanimous in favour, that Parish Cllr D. M. Holmes to seek a solution from South Staffordshire Council.

303. Correspondence from National Association of Local Councils advising that by 2021 all existing government websites must meet the government accessibility requirements. Investigations had shown that the current provider (Squarespace 5) would probably not meet the requirements. The Parish Council should consider moving to a '.gov' website with associated emails. It would be necessary to commission professional assistance as there was not sufficient expertise in house. Clerk's Report referred.

The Council resolved, unanimous in favour, that the Clerk be given delegated authority to approach Vision ICT Ltd in the first instance for further information including the cost of updating the website and email addresses. A comparison with other providers could then be made.

304. Request received to erect a 6'x8' greenhouse on allotment 41 at Coven Heath.

The Council resolved, unanimous in favour, that approval be given for the greenhouse.

305. Request received to erect a poly tunnel and a greenhouse not exceeding 6'x8' on allotment 53 at Coven Heath. Clerk's Report referred.

The Council resolved, unanimous in favour that approval be given for the greenhouse and poly tunnel on plot 53. It was further resolved, unanimous in favour, that approval be given for the greenhouse on plot 39.

306. Letter received from Coven Heath Community Association requesting permission to install an additional power box to supply their Christmas lights as the distance between the current box and the site of the tree was proving to be a problem.

The Council resolved, unanimous in favour, that approval be given for an additional power box to be installed to supply Coven Heath Christmas lights.

307. Email received from South Staffordshire Council regarding the availability of funding for green spaces to maintain and protect its existing sites.

Matter of report.

308. Invitation to the Parish Council from the church wardens of St Paul's Church, Coven to the collation, institution and induction of the Vicar on Tuesday 5th March 2019 at 7.00pm. Parish Cllrs J. Bradshaw, R. Dakin, J. Jeffries and L. Tomkins confirmed their attendance. Parish Cllr W. Sutton sent her apologies.

Matter of report.

309. Invitation received from South Staffordshire Council to the Chairman to the Fly a Flag for the Commonwealth on Monday 11th March at 9.50am at the Council offices in Codsall.

Matter of report.

310. **CORRESPONDENCE CIRCULATED:**

SPCA Bulletins 14th February and 21st February.

Bishop's Wood Bugle February.

2019 Briefing Notes 2, 3 and 4.

311. **DISTRICT/COUNTY COUNCIL'S REPORT:**

County Cllr M. Sutton reported that he no longer had a Community Fund budget but would have £2,500 grant available towards match funded schemes, the outcomes of which would be to improve facilities for children or social care for adults. Council Tax had risen by 2.95%, but a balanced budget had been achieved.

Parish Cllr J. Carr reported that St Paul's First School, Coven had flooded again during half term. County Cllr M. Sutton was not aware of the flooding but would provide the Parish Council with a schedule for gully clearing for the Parish.

District Cllr W. Sutton had attend the Safer Neighbourhood Panel meeting which was also attended by the Police. There was a 30% abandonment on 101 calls and a poor exchange of drugs information. Reports to Crime Stoppers were anonymous and therefore not reported. If caretakers/litter pickers collected empty nitrous oxide canisters, it must be reported to the Police.

312. **CHAIRMAN'S AND OTHER COUNCILLORS' REPORTS (courses/workshops/seminars attended):**

The Chairman reported that on 18th February she had attended a site visit at Engleton Lane, Brewood to discuss the fencing. On 20th February she met at Coven playing field to consider access paths at the playing field.

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Members received a verbal report advising that it was recommended that a path be laid to run from the car park to the tennis courts. Usage would be monitored to assess further need for paths.

Parish Cllr R. Dakin reported that he and Parish Cllr M. Webb MBE had attended the Let's Work Together event on Monday 25th February. Presentations from Healthwatch, Compton Care, Supported Futures and Staffordshire Fire and Rescue were given.

313. **FINANCE REPORT:**

The Parish Council received the Finance Report from Parish Cllr J. Carr and resolved the following matters:

1. Income and expenditure list as at 28th February, including salary payments, tabled at the meeting, **be approved**. Income £4331.84 and expenditure (net) £614.79.
2. Financial Summary – Cashbook arising from the bank reconciliation for January, copies circulated prior to the meeting, **be approved**.
3. Final quote received from Solagen for the provision, installation and commissioning of a mobile 'All in One' device, 6 mobile adaptor kits and associated installation packages at a net cost of £6,735.50, copies circulated prior to the meeting, **be approved**. A grant of £3,553 had been received from the Safer Roads Partnership. A further £4,500 had been pledged for the provision of 6 posts by County Cllr M. Sutton.

Parish Cllrs D.M. Holmes and J. Jeffries were nominated to approve the online payments.

314. **PLANNING REPORT:**

The Parish Council received the Planning Report and considered the planning applications.

18/00574/FUL 1 Whiteoaks Drive, Bishop's Wood. The appeal had been dismissed. Clerk's Report referred.

Reports had been received about the removal and burning of hedgerows, lorries and containers parked on land in Lawn Lane, Coven. Planning Enforcement and Environmental Health had been made aware and the owner had been contacted by the Enforcement Team.

Matter of report.

95** **Rural Exception Site, Bishop's Wood.** Parish Cllr J. Jeffries reported that she had spoken to South Staffordshire Housing Association and gave an update on the development.

BPSA Changing Room Block Plans. Members considered the draft plan received from KRT Associates for a replacement changing room block at the BPSA land in Engleton Lane, Brewood. Deferred from previous meeting. Subsequent to the previous meeting a full planning application of the same plans was submitted to the planning authority by KRT Associates, citing the Parish Council as the applicant (19/00075/FUL). Clerk's Report referred. A joint meeting of BPSA and Cricket Club representatives would be held in 13th March to discuss the possibility of a joint facility.

The Council resolved, unanimous in favour, that the Parish Council withdraw the application which was made in its name but without its authority.

Parish Cllr W. Sutton did not speak or vote on any matters relating to planning.

315. **CLERK'S REPORT:**

The Parish Council received the written report of the Clerk.

Newsletter Delivery. The spring newsletters would be available for delivery early next week.

Gate at Coven Heath Allotments. The tenant of plot 8a had relinquished the tenancy. Parish Cllr M. Sambrook would take on the tenancy and block the gate, subject to approval by the Parish Council.

The Council agreed, unanimous in favour, that approval be given for Parish Cllr M. Sambrook to block the unofficial gate/reinstate the fence.

Request received from St Mary and St Chad First School for a poster to be displayed on the Parish Council notice board advertising a Top of the Pops disco (proceeds to the school).

The Council agreed, unanimous in favour, that the poster be advertised on the Parish Council noticeboard.

ANY OTHER MATTERS OF REPORT:

On behalf of the Parish Council, the Clerk had completed a survey for SPCA bulletin 21st February from the article 'Call for Parish Councils to have the Power to Enforce Parking Regulations'.

Parish Cllr A. Pupino reported that St Mary's Catholic Primary School, Brewood had been judged as 'good' by Ofsted following a one-day inspection. A further two-day inspection was planned and it was hoped that 'excellent' status would be awarded.

The Council agreed, unanimous in favour, that a letter of congratulations be sent to St Mary's Catholic Primary School.

County Cllr M. Sutton left the meeting.

There being no other business, the meeting ended at 9pm.

Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 28TH FEBRUARY 2019**

MATTERS ONGOING

236. **Wall at Amenity Area Church Road, Brewood.** Email received from the head teacher advising that the school intends to erect a fence panel above the wall to the height of the brick post on the right. If the Parish Council has any objections, they should be made by 12th April.

Members' views.

69** **West Midlands Interchange.** The preliminary hearing by the Planning Inspectorate was held on 27th February. Details of the planning timetable, consultation and how the application is progressing can be found on the Planning Inspectorate's website. Anyone interested or having concerns should use the link to visit the website and look at views already expressed.

People should have already registered as an Interested Party. You cannot add comments at this stage unless you have

- a legal interest in the land and you have not been identified by the applicant or
- not previously register to become an interested party

Parish Cllr J. Bradshaw attended the hearing and has requested that the information be publicised.

CORRESPONDENCE RECEIVED

305. **Allotments at Coven Heath.** A further application has been received from the tenant of plot 39 who has been given a greenhouse and has asked permission to erect it on the plot.

303. **Parish Council Website.** Due to the legal requirements associated with a local government website, including the Transparency Code, Data Protection (GDPR) and from 2021 accessibility, the Clerk recommends that a specialist company be engaged with a view to transferring the data from Squarespace the existing provider, which is based in the America. There is a company called Vision ICT Ltd which currently supports 550 councils, including a number of local councils; Lichfield, Doxey and Wheaton Aston. They provide and maintain '.gov' websites for a relatively small annual fee.

Recommended resolution: the Clerk be given delegated authority to approach Vision ICT Ltd in the first instance for further information including the cost of updating the website and email addresses. A comparison with other providers can then be undertaken.

FINANCE

Email received from County Cllr M. Sutton advising of the availability of funding from Staffordshire Road Safety Grant which is available from 1st March to 30th April.

Recommended action: Ideas for projects that the funding may be used for to advise the Clerk.

PLANNING

19/00075/FUL BPSA Changing Rooms. A full planning application has been submitted by KRT Associates on behalf of Brewood Parish Sports Association. The Parish Council has not reached a decision as to whether or not it supports the proposal because at the meeting of 31st January 2019, it was agreed by representatives of Brewood Cricket Club to approach the BPSA management committee to discuss the possibility of a joint facility. The meeting is scheduled for 13th March.

Recommended resolution: KRT Associates be asked to withdraw the application until such time as the Parish Council reaches a decision. It is further recommended that a member of the Parish Council attends the meeting on 13th March.

18/00574/FUL 1 Whiteoaks Drive, Bishop's Wood. The appeal has been dismissed.

OTHER MATTER OF REPORT

Newsletter Delivery. The spring newsletters will be available for delivery early next week, date to be circulated.

Gate at Coven Heath Allotments. At the meeting held 9th June 2016 it was resolved that the unofficial gate be removed once the tenant of plot 8a relinquished the tenancy. He has now given notice and returned the padlock key. Parish Cllr M. Sambrook will take on the tenancy and block the gate, subject to approval by the Parish Council.

Request received from St Mary and St Chad First School for a poster to be displayed on the Parish Council notice board advertising a Top of the Pops disco (proceeds to the school).

Members' views.

PLANNING APPLICATIONS CONSIDERED AT THE MEETING

HELD ON 28TH FEBRUARY 2019

Application No	Proposal	Comment
18/00805/VAR	<p>To make the personal temporary permission (15/00746/FUL) permanent at Fair Haven, Shaw Hall Lane, Coven Heath.</p> <p><i>(15/00746/FUL) The use of the land as a private gypsy and traveller caravan site consisting of 4 no pitches and ancillary development. Land Opposite Shaw Hall Farm, Shaw Hall Lane, Coven Heath.</i></p>	<p>Development is in the Green Belt with no special reasons. There is already a large proportion of Gypsy sites in Coven Heath. There is no evidence of a continuing nomadic lifestyle.</p>